

# Yavapai County Development Services

## Prescott Office

1120 Commerce Drive, Prescott, AZ 86305  
(928) 771-3214



## Cottonwood Office

10 S. 6<sup>th</sup> Street, Cottonwood, AZ 86326  
(928) 639-8151

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning

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## Building Permit Review Timeframes

**AUTHORITY** – Arizona Revised Statutes §§ 11-1604, 1605, 1606, and 1607

**TOTAL TIMEFRAMES** - The total time for approval or denial of building permits are as follows:

**Residential Projects:** Administrative completeness review of 30 business days, 60 business days for a substantive administrative review and plan review. Overall time frame including plan review – 90 business days.

**Commercial Projects:** Administrative completeness review of 35 business days, 70 calendar days for substantive administrative review and plan review. Overall time frame including plan review - 105 days.

**Manufactured Homes:** Administrative completeness review of 30 business days. Substantive administrative review and plan review - 15 business days. Overall time frame including plan review - 45 days.

Additional requests for time extension for Substantive Plan Review may be given from the applicant and in accordance with the Arizona Revised Statutes § 11-1605(I).

**OTHER TIME CONSIDERATIONS** – In addition to the above total timeframes, the following time considerations may also apply:

Administrative Completeness – An administratively complete submittal to Development Services is achieved when a completed application is received along with all the plans and required information contained within the checklist. Additionally, all required permits and approvals from the other County reviewing Divisions and Departments including, but not limited to, Planning and Zoning, Environmental and Flood Control District shall be obtained as part of an administratively complete building permit. Until the administrative completeness is obtained, the permit will be kept in a “Pending” status.

Incomplete Applications – If the building application remains incomplete for a period of 15 days after the administrative completeness review, the application will be denied as incomplete.

Issued Permit – Building permits are valid for 180 days after approval or the latest inspection, whichever is later. Building permits expire 180 days from date of issuance or of last inspection. Building permit may be renewed, but renewal fees may apply.

Unissued Permit – Permits that are not picked up and paid for within 180 days of notification of issuance, with no extension, are considered “ABANDONED” pursuant to International Residential Code, Section R105.3.2, and will be considered expired.